

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No.1690, CUTTACK, FRIDAY, DECEMBER 11, 2015/ MARGASIRA 20, 1937

HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 16th November, 2015

No.24469–DC&MA(IF)-09/2015/H.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all Orders and Instructions issued in this regard except as respects things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Vital Statistics Clerk Service in the medical institutions of the State, namely:—

1. Short Title and Commencement :

- (1) These rules may be called the Odisha Vital Statistics Clerk Service (Method of Recruitment and Conditions of Service) Rules, 2015.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions: - (1) In these rules, unless the context otherwise requires,—

- (a) “Appendix” means Appendix appended to these rules ;
- (b) “Bureau” means the State Bureau of Health Intelligence wing of the Directorate of Public Health, Odisha;
- (c) “Commission” means the Odisha Staff Selection Commission;
- (d) “Committee” means the Departmental Promotion Committee constituted under rule 13 of these rules ;
- (e) “Directorate” means the Directorate of Public Health, Odisha;
- (f) “Ex-Servicemen” means persons as defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) “Government” means the Government of Odisha;

- (h) "Medical Institution" means the Government medical institutions in the district and Government Medical College and Hospitals and tertiary institutions;
- (i) "Persons with Disabilities" means persons who have been granted with disability certificates by Competent Authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Odisha Rules, 2003;
- (j) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be made under Articles 341 and 342 of the Constitution of India respectively;
- (k) "SEBC" means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time-to-time ;
- (l) "Service" means the Odisha Vital Statistics Clerk Service;
- (m) "Sportsmen" means persons who have been issued with Identity Card, as sportsmen by the Director, Sports as per Resolution No.24808/Gen., dated 18th November, 1985 of General Administration Department; and
- (n) "Year" means the calendar year.

(2) All other words and expressions used in there rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

3. Constitution of Service:

(1) The Service shall consist of the posts as are specified in Column 2 of the *Appendix*.

4. Methods of recruitment:

Subject to other provisions made in these rules, the methods of recruitment to the posts as indicated in Column 2 of the *Appendix* shall be in the manner as specified against each in Column 3 thereof.

5. Reservations:

Notwithstanding anything contained in these rules reservation of vacancies or posts as the case may be for, —

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions for the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder; and

- (b) SEBC, Women, Sportsmen, Ex-Servicemen and persons with disabilities shall be made in accordance with the provisions made under such Act or rules framed, orders and Resolutions or Instructions issued in this behalf by the Government from time-to-time.

6. Recruitment Procedure:

Recruitment to the post of Vital Statistics Clerk in the Service shall be made by way of written examination of the candidates by the Odisha Staff Selection Commission as specified in rule 9.

7. Eligibility Criteria for direct recruitment:

In order to be eligible for direct recruitment a candidate shall have to satisfy the following conditions, namely:—

- (i) **Nationality:** He must be a citizen of India,
- (ii) **Age limit:** The candidate must have attained the age of 21 years and must not be above the age of 32 years on the date of such advertisement for the post:

Provided that the upper age limit in respect of all the reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions for the time being in force, for their respective categories.

- (iii) **Knowledge in Odia:** The candidate must be able to read, write and speak Odia; and have ,

- (a) passed Middle School Examination with Odia as language subject; or
- (b) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (c) passed in Odia as language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
- (d) passed a test in Odia in Middle English School standard conducted by the School & Mass Education Department.

- (iv) **Marital Status:** A candidate if married, must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other specific grounds for doing so, exempt any person from the operation of these rules.

(V) Minimum Educational Qualification: The educational qualification of the candidate for the post of Vital Statistics Clerk shall be as specified at Column 4 of the *Appendix*.

(VI) Physical Fitness: A candidate must be of good mental and physical health and free from any physical defects likely to make him incapable of discharging his normal duties in the Service. A candidate who after such medical examination as the Government may prescribe is not found to satisfy the requirements shall not be appointed to the Service.

8. Determination of vacancies:

In the month of January every year the appointing authority shall determine the number of existing vacancies and the vacancies likely to occur in the Service in respect of the posts of Vital Statistics Clerks during the year in which the recruitment is made and shall intimate the vacancy position category wise to the Commission for filling up of the vacancies.

9. Procedure for Recruitment by the Commission:

(1) After the vacancy position is received from the Director, Public Health, Odisha, as provided in rule 8 the Commission will conduct the written examination of the candidates following due procedure.

(2) (a) The subjects of examination and the maximum marks for each subject are as specified in the table below,

TABLE

SUBJECTS:

Sl. No.	Subjects	Total Marks
1	General English (High School Standard)	50 marks
2	General Knowledge	50 marks
3	Mathematics (High School Standard) & Reasoning Ability	50 marks
4	Computer fundamentals(MS Windows, MS Office, Window Operating System)	50 marks
	Total	200 Marks

(b) The type of question whether objective, subjective or both shall be as decided by the Commission.

(c) A candidate shall answer the papers in English unless directed otherwise.

(d) All papers shall be of one hour duration or as decided by the Commission:

(3) Where the number of applicants is very large, the Commission may decide to conduct a Preliminary Test of the applicants. The subject of the question paper, duration of examination, the total marks and the cut off marks will be as decided by the Commission.

(4) A provisional merit list on the basis of the total marks secured by the candidates in the written examination conducted for the purpose shall be prepared by the Commission. In case, total marks secured by two or more candidates are the same, the candidate securing higher mark in Mathematics shall be assigned higher position among them in the merit list. If the marks of the Mathematics are the same, the candidate securing higher mark in computer shall be assigned higher position.

(5) The Commission shall call for verification of requisite documents from the candidates included in the provisional merit list and finalise the merit list of the eligible candidates at its level.

10. Select List for appointment:

(1) The Commission shall forward the merit list of the candidates so prepared under rule 9 to the Appointing Authority and after the approval of the Appointing Authority the same shall form the select list.

(2) The select list of the candidates shall ordinarily be in force for a period of one year from the date of its approval by the Government or until another select list is prepared afresh whichever is earlier.

(3) Appointment of the candidates to the post shall be made in the order in which their names appear in the select list.

11. Eligibility Criteria for Promotion:

The eligibility Criteria for promotion to the posts of Statistical Assistant and Statistical Investigator shall be, in the manner as specified against the posts in Column 5 of the *Appendix*.

12. Gradation list:

For the purpose of consideration of promotion to the post of Statistical Assistant and Statistical Investigator, the Gradation list of Vital Statistics Clerks and Statistical Assistants respectively shall be prepared by the Director, Public Health, Odisha in the following manner, namely:—

- (i) The names of the Vital Statistics Clerks shall be arranged in the order as they appear in the select list of the particular year of recruitment.
- (ii) The names of the Statistical Assistants shall be arranged in the order as they appear in the select list drawn by the committee.

13. Constitution of the Departmental Promotion Committee:

(1) The Departmental Promotion Committee for consideration of promotion to the post of Statistical Assistant and Statistical Investigator shall be constituted with the following members, namely:—

- | | |
|--|-------------------|
| (a) Director, Public Health, Odisha | : Chairman |
| (b) Deputy Secretary/Jt. Secretary, Health & FW Deptt. | : Member |
| (c) Joint Director, Health Service(P.H), Odisha | : Member |
| (d) Representative from ST and SC | : Member |
| (e) Deputy Director, VS, DHS, Odisha | : Member Convenor |

(2) The recommendation of the committee shall be valid notwithstanding the absence of any one of its members other than the Chairman :

Provided that the member so absenting must have been duly invited to attend the meeting of the Committee and the majority of members of the committee attended the meeting.

14. Procedure for selection by the Committee:

(1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of employees suitable for promotion to the next higher grade taking into account the existing vacancies and anticipated vacancies of the year in which the Committee meets.

(2) The Committee while considering the promotion cases of suitable employees and preparing the list of such employees shall follow the provisions of, –

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Caste and Scheduled Tribe) Act, 1975 (Odisha Act of 1975) and the rules made thereunder,
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988,
- (c) the Odisha Civil Services (Criteria for Promotion) Rules 1992, and
- (d) the Odisha Civil Services (Criteria for Selection for appointment including Promotion) Rules, 2003.

15. Select list for promotion:

(1) The Committee shall forward the list of the candidates so prepared under rule 14 to the Appointing Authority for approval and after the approval the same shall form the select list.

(2) The select list shall ordinarily be in force for a period of one year from the date of its approval or until another select list is prepared afresh and approved which ever is earlier.

(3) Appointment to any post in the Service shall be in the order in which their names appear in the select list.

16. Probation and Confirmation:

(1) Every person appointed to any post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of his joining the post:

Provided that the Appointing Authority may, if thinks fit, in any case or class of cases, extend the period of probation;

Provided further that such period of probation shall not include the period of, -

- (a) extraordinary leave;.
- (b) unauthorized absence; or
- (c) any other period held to be not being on actual duty.

(2) The appointment of a probationer coming through direct recruitment may for good and sufficient reasons to be recorded in writing, be terminated by the Government at any time without previous notice during the period of probation including extension of such period, if any, and in case of the employee who has been appointed by way of promotion shall deem to be reverted to his/her former cadre or post,

(3) A probationer after completion of the period of probation to the satisfaction of the Appointing Authority shall be eligible for confirmation subject to availability of substantive vacancy in the service.

17. *Inter se* Seniority:

The *inter se* seniority of the person so appointed to the post in the Service in a particular year shall be in the order in which their names appear in the select list.

18. Relaxation:

When it is considered by the Government that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of the employees.

19. Interpretation:

If any question arises relating to the interpretation of any of these rules, it shall be referred to the Government whose decision thereon shall be final.

APPENDIX

(See Rule 3,4,7 (V) and 11)

Sl. No.	Name of the Post, Classification and Cadre	Method of recruitment	Minimum qualification for direct recruitment	Eligibility criteria for promotion
(1)	(2)	(3)	(4)	(5)
1	Vital Statistics Clerk (Group-C) (State Cadre)	Direct recruitment	Must have passed + 2 in any discipline under Council of Higher Secondary Education, Odisha/ equivalent and possessed knowledge in computer application.	
2	Statistical Assistant Group-B (State Cadre)	Promotion from Vital Statistics Clerk		Completion of at least 10 (Ten) years of continuous service as Vital Statistics Clerk.
3	Statistical Investigator Group-B (State Cadre)	Promotion from Statistical Assistant		Completion of minimum 3(Three) years of continuous service as Statistical Assistant.

By Order of the Governor

A. AHUJA

Principal Secretary to Government